

EXAMPLE #6: PARENTHEUSIZING A NUMBER AND CREATING A SEE REFERENCE

Proposal: The following line currently exists in SF:

SF459.H3 Hamsters

A new development has been proposed for Hamsters at SF458.9-SF458.95 (see EXAMPLE #3). A proposal is therefore being made to change the above line to:

(SF459.H3) Hamsters see SF458.9-SF458.95

This should be treated as a proposal to modify an existing line by parenthesizing the number and changing the caption to a see reference rather than a proposal to create a simple see reference.

Step 1: Browse to SF459.H3.

Step 2: Since the number and caption are to be modified, click on **M** beside the caption **Hamsters**. The EZ form is displayed:

Classification Proposal System	
Proposed Schedules Record [SF459.H3] Save Cancel Logout	
Create a proposal to modify an existing classification number	
Proposal generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop	
Existing class # SF459.H3	
Proposed class # <input type="text" value="SF459.H3"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span	
Hierarchy	<div>Animal culture</div> <div>Pets</div> <div>Other animals, A-Z</div>
Caption	<input type="text" value="Hamsters"/>
TABLE	<input type="text"/>
Note ("Class here," "Including," etc.)	<div></div>
Work cat.	<input type="text"/>
Cataloger's comments	<input type="text"/>
Pattern	<input type="text"/>
Better	<input type="text"/>
If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	<input type="text"/>
Append Insert Remove Save Cancel Logout	

Step 3: Edit the caption to read **Hamsters see SF458.9-SF458.95**.

Step 4: In the **Cataloger's comments** field, add a note to the editorial staff requesting that the number SF459.H3 be parenthesized.

*Note: Do NOT actually put parentheses around the number in the **Proposed class #** field.*

Step 5: Cite the item that is generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

Classification Proposal System

Proposed Schedules Record [SF459.H3]

SaveCancelLogout

Create a proposal to modify an existing classification number

Proposal generated by

☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class #

SF459.H3

Proposed class #

SF459.H3

☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

Animal culture
Pets
Other animals, A-Z

Caption

Hamsters see SF458.9-SF458.95

TABLE

Note ("Class here,"
"Including," etc.)

Work cat.

2006456789: Thompson, R. Hamsters as pets, 2006.

Cataloger's comments

Parenthesize SF459.H3

Pattern

Better

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

myaddress@loc.gov

Append

Insert

Remove

Save

Cancel

Logout

Step 7: Click **Save**. On the confirmation screen, click **OK**.

Step 8: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new reference is displayed in brown:

SF459.G9	Guinea pigs (Cavies) [H R M P Ref]
	Cf. SF401.G85 General culture [H R M P Ref]
SF459.H3	Hamsters [H R M P Ref]
SF459.H3	Hamsters see SF458.9-SF458.95 [H R M P Ref]
SF459.H43	Hedgehogs [H R M P Ref]

Step 9: Email a notification to the LC Coop team that a proposal has been created at SF459.H3.